



**DCS 5200.2-M**

**CUSTOMER SERVICE MANUAL**

**AUGUST 2003**

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## CHAPTER 1 - INTRODUCTION

1-1. **Authority.** The Defense Courier Service (DCS) Customer Service Manual, hereafter referred to as the DCS CSM, is based on approved policies, procedures, and guidance contained in joint service regulations and directives. The DCS CSM is an unofficial directive intended for personnel at commands who enter and/or receive qualified material through Defense Courier Service Station. Information contained herein will be applicable to DCS operations worldwide.

1-2. **General.** The DCS CSM sets forth policies and procedures for operational procedures of the Defense Courier Service (DCS). The references below apply:

1-2.1. Department of Defense (DoD) Directive 5200.33, Defense Courier Service (DCS).

1-2.2. Department of Defense (DoD) Regulation 5200.33-R, Defense Courier Service Regulation.

1-2.3. Defense Courier Service (DCS) Regulation 5200.1-M, Defense Courier Service Manual

1-3. **Material Movement.** DCS' goal is to move material around the world in the most secure and expeditious means available.

1-4. **Available DCS Forms.**

DCS Form 1, Receipt to Sender

DCS Form 10, Authorization Card

DCS Form 28, Customer Address Label (Pouches)

DCS Form 29, Customer Address Label (Packages/Flats)

1-5. **Customer Comments.** All customers are encouraged to submit recommendations for changes and improvement. Recommended changes may be suggested to DCS Stations, which will in turn forward the recommendations to Headquarters, Defense Courier Service.

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## CHAPTER 2 – DCS MOVEMENT SYSTEM AND ESTABLISHING DCS SERVICE

**2-1. Establishing DCS Service.** DCS provides impartial service to the Department of Defense (DoD), other U.S. Government agencies, as well as organizations that have close ties with the United States Government. Under the provisions of DoD 5200.33R, activities requiring courier service must make their needs known to a DCS Station or Headquarters Defense Courier Service (HQ DCS), 830 Chisholm Ave, Fort George G. Meade, MD 20755-5370, DSN: 923-4974 or COMM: (301) 677-4974. Detailed instructions on establishing an account are provided in DoD Regulation 5200.33-R. All established accounts will provide the DCS Station with a current and valid Defense Courier Service Authorization Record, DCS Form 10.

2-1.1. Defense Courier Service Authorization Record, DCS Form 10. The DCS Form 10 (Appendix 3A) provides confirmation to DCS that those individuals identified on the form are authorized to receive/dispatch material for the account listed on the form. A valid DCS Form 10 may be used at DCS stations worldwide.

2-1.2. Each authorized DCS customer is required to complete a minimum of three DCS Forms 10 and have these forms validated by a station courier. The DCS Station will maintain two copies of the DCS Form 10 and one copy will be returned to the customer. Customers assigning a Consolidated Control Account(s) will be required to submit an additional copy for each Consolidated Control Account (CCA) assigned. When completing a DCS Form 10, users must identify a minimum of two persons for each DCS account. Only personnel listed in DoD 5200.33-R, may sign as the authorizing official in the bottom block of the DCS Form 10. These officials, may also enter/receive material.

2-1.3. Any DCS courier is authorized to validate a DCS Form 10; however, a station may prefer to have the DCS Form 10 manager inspect the forms for errors and then validate those forms.

2-1.4. A DCS Form 10 remains valid until:

2-1.4.1. A contract is terminated.

2-1.4.2. The authorizing official changes.

2-1.4.3. Additions are made to the list of personnel.

2-1.4.4. Corrections are made to an individual's name, SSN, or signature.

2-1.4.5. There is a change in the second line of the DCS two-line address that cannot be neatly completed on the existing, valid Form 10.

2-1.4.6. There is a change to the account number listed on the DCS Form 10, does not include a change to the station digraph and/or run-code.

2-1.4.7. Invalidated by the servicing DCS Station or Headquarters, Defense Courier Service.

2-1.5. Reproduced copies of the complete Form 10 are acceptable for delivery/receipt of DCS material so long as the forms have **original signatures**.

2-1.6. Customers may authorize, in writing, another DCS account to enter and/or receipt for their material. Refer to Chapter 3-2.4.

**2-2. Service to Contractors.** U.S. Government contractors may establish DCS accounts as per DoD Reg. 5200.33-R, provided their contract specifically authorizes DCS support. Contractors will be provided the same degree of customer service as any military unit or federal agency. Detailed instructions on establishing an account for a contracting agency are provided in DoD Regulation 5200.33-R.

**2-3. Special Authority to use DCS.** Occasionally, customers may request DCS support to ship to/from an agency without an established DCS account. Requests must be submitted via letter/message to HQ DCS/J-3 for approval (Appendix 2A). The following procedures apply:

2-3.1. HQ DCS/J3 will coordinate the action and, if approved, provide authority by letter/message to the requester and the servicing station (Appendix 2B).

2-4.1. Activities receiving special HQ DCS/CC authorization to dispatch/receive material must use the appropriate account identification (see below) on the material to be moved. And will provide the servicing DCS Station with a memorandum authorizing individuals to enter/receive material (Appendix 2C)

ACCOUNT NUMBER FOR ONE-TIME  
ORIGINATOR/SHIPPER:

499999-HQ99  
DCS COMMANDER AUTHORIZED

ACCOUNT NUMBER FOR ONE-TIME  
ADDRESSEE/RECEIVER:

499998-HQ99  
DCS COMMANDER AUTHORIZED

Note: HQ99 - lets our billing folks know this is a one-time use account.

**2-4. DCS Movement System.** DCS provides two levels of service for movement of qualified material, regular and special. Precedence for these movements is indicated below:

2-4.1. REGULAR Movement. Assigned to the majority of material qualified for entry into DCS. This material will be receipted for, processed, and delivered via normally scheduled transportation. Billing for the movement of REGULAR material is performed monthly, depending on the customer, this billing maybe transparent.

2-4.2. SPECIAL Movement. Material of such urgency that, in order to preclude mission impairment, it must be moved more expeditiously than normal DCS schedules permit. Specials must be coordinated and approved. Funding to move SPECIAL material is the customer's responsibility. (DCS will provide approximate expense costs and will rendezvous with the customer for immediate shipment to its destination.)

2-4.2.1. The customer must obtain advance approval for "SPECIAL" movements. Normally, the request will be in writing; however, approval may be granted verbally, with written backup as soon as possible. Customers may forward, via message, requests to the servicing DCS Station and to HQDEF COURIERSVC FT GEORGE G MEADE MD//J-3//. The "SPECIAL" request will contain the following information:

2-4.2.1.1 Weight, dimensions, and DCS article number, if known.

2-4.2.1.2. Originator's two-line address.

2-4.2.1.3 Recipient's two-line address.

2-4.2.1.4 Date and location at which the material will be made available for movement.

2-4.2.1.5 Required delivery date.

2-4.2.1.6 Fund cite for courier travel and material movement.

2-4.2.1.7 Points of contact at the requesting agency, originator, and recipient.

2-4.2.1.8 Desired delivery location.

2-4.2.1.9 Any other pertinent or requested information.

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## APPENDIX 2A – SAMPLE INITIAL REQUEST FOR ONE-TIME USE OF DCS

(Organization Letterhead)

MEMORANDUM FOR HQ DCS/CC

FROM: (Name & address of agency/activity)

SUBJECT: Special Authority to use DCS Service

1. Request authorization to use DCS service during the period (**indicate inclusive period**) for the purpose of (**outline parameters, special project, etc.**).
2. Place material is originating: (**list location or DCS Account Number of where material is originating**)
3. Place material is destined: (**list location or DCS Account Number of where the material is going**)
4. Points of contact:
  - a. Originator of material point of contacts are:
    - (1) (**Full Name, SSN, phone number**)
    - (2) (**Full Name, SSN, phone number**)
  - b. Addressee of material points of contacts are:
    - (1) (**Full Name, SSN, phone number**)
    - (2) (**Full Name, SSN, phone number**)
5. Funding instrument or funding organization. (**How is the shipment of the material going to be funded**)

*Signature*

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## APPENDIX 2B - SAMPLE ONE-TIME LETTER OF AUTHORIZATION TO USE DCS SERVICE



DEFENSE COURIER SERVICE  
830 CHISHOLM AVENUE  
FORT GEORGE G MEADE MARYLAND 20755-5370

MEMORANDUM FOR (Name & address of agency/activity)

FROM: HQ DCS/CC

SUBJECT: Special Authority to Use DCS Service

1. Authorization is hereby granted to use DCS service during the period (indicate inclusive period) for the purpose of (outline parameters, special project, etc).

(From the provided information: addressee, points of contact, list of authorized recipients, and other significant information. If this movement involves an originator or addressee without a valid DCS account, also listed is the correct "DCS Commander Authorized" account number to use.)

2. Contact your servicing DCS Station to coordinate your requirements.

3. Presentation of this letter to the servicing DCS Station and appropriate personal identification/credentials constitutes authority for your agency to enter/receive material during the period specified above.

4. Requests for additional information should be addressed to your servicing DCS Station or to Headquarters, DCS/J3.

DCS/CC (or his representative)  
Signature Block

**NOTE:** If this authorization is provided via message, the sample shown above will be modified as per electrical message format.

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**APPENDIX 2C - SAMPLE MEMORANDUM FOR AGENCY/UNIT  
ONE-TIME ENTRY/RECEIPT OF DCS MATERIAL  
AFTER APPROVAL BY HQ DCS**

(Agency/Activity Letterhead)

MEMORANDUM FOR (Servicing DCS Station)

FROM: (Agency/Activity Concerned)

SUBJECT: One-Time Entry/Receipt of DCS Material

1. Reference: (Cite coordination with HQ DCS/CC for this one-time entry/receipt.)
2. Individuals listed below are authorized to enter/receipt for material addressed to (established accounts enter their two-line address; others use the unique two-line address cited in the HQ DCS/ CC authorization memorandum).

<u>NAME</u>	<u>RANK/GRADE</u>	<u>SSN</u>	<u>SIGNATURE</u>
XXXXXXXXXX	XXXXXXXXXX	XXX-XX-XXXX	(MUST BE ORIGINAL)
XXXXXXXXXX	XXXXXXXXXX	XXX-XX-XXXX	(MUST BE ORIGINAL)
XXXXXXXXXX	XXXXXXXXXX	XXX-XX-XXXX	(MUST BE ORIGINAL)

////////////////////////////////////NO OTHERS////////////////////////////////////  
(List at least three individuals; then "close" the listing to prevent unauthorized additions.)

3. Refer questions to (list unit/activity POC and telephone number).

Signature Block of Authorizing Official

**NOTE:** If this authorization is provided via message, the sample shown above will be modified as per electrical message format.

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## CHAPTER 3 – DCS FORM 10 INSTRUCTIONS

**3-1. General.** This chapter is intended to provide our customers detailed instructions on how to properly fill out a Defense Courier Service Authorization Record (DCS Form 10). An example of the DCS Form 10 is provided in Appendix 3A. Variation from this instruction may cause rejection of the submitted DCS Form 10. All information entered on the form must be typed or computer generated.

### **3-2. Preparation of the DCS Form 10.**

**3-2.1. BLOCK 1 – DCS Two Line Address and Category of Account.** Enter DCS two-line address. More than one account number may be entered on a single Form 10 so long as the provisions of the DCS CSM are adhered to. In parentheses, indicate the appropriate customer category to indicate the source of that account's funding, Appendix 3B list the DCS customer categories. This category must be accurate since it will be used to bill the customer for material originated/entered into the DCS system.

**3-2.2. BLOCK 2 - TELEPHONE NUMBERS/DUTY HOURS.** Enter normal duty hours and both normal and after-duty telephone information. Identify the numbers as well, i.e., DSN/FTS, commercial area codes, extension numbers, STU-III, etc.

**3-2.3. BLOCK 3 - LISTING OF AUTHORIZED PERSONNEL.** Enter complete name (e.g., first name, middle initial, and last name), rank/ grade, SSN, office extension (if applicable), and original signature for each individual. An individual's signature on the Form 10 must match that on his/her personal identification. The customer may reproduce the Form 10; however, **all signatures must be original** and must match the identification card used for the transaction. Enter "LAST ITEM" immediately below the last name or any supplemental instructions (para 3-2.4, below) and use slashes or dashes to close out the line.

**3-2.4. BLOCK 4 - SUPPLEMENTAL INSTRUCTIONS.** Customers may authorize representatives of another DCS account to enter/receipt for material on their behalf. This authorization must be typed/printed on all copies of the customer's Form 10.

3-2.4.1. This agent referred to, as a Consolidated Control Account (CCA), must be identified by its DCS two-line address in the authorization statement. The statement may be entered immediately below the list of personnel and above the "LAST ITEM" entry, or on the back of the form.

3-2.4.2. The authorizing official information must be listed immediately below the statement and he or she must also sign immediately above the authorizing official information of any supplemental instructions placed on the form's reverse.

3-2.4.3. Handwritten CCA statements are not authorized.

3-2.4.4. A sample CCA authorization statement is shown below and can be listed in one of two places on the DCS Form 10, after the names in block 3 or in the free space above the block 9 information. If the CCA statement is typed in the free space above block 9 then the signature and information of the authorized official must be provided:

**"PERSONNEL LISTED ON FORM 10 FOR ACCOUNT 000000-H000/SHORT TITLE,  
ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL ON BEHALF OF THE  
ACCOUNT (S) LISTED IN THE "ACTIVITY" BLOCK OF THIS FORM 10."**

3-2.5. **BLOCK 5 - DATE.** The date the authorizing official signs the DCS Form 10.

3-2.6. **BLOCK 6 - AUTHORIZED OFFICIAL.** Those individuals listed in DoD Regulation 5200.33-R. Within DoD components, the commander, the commanding officer, the deputy commander, the executive officer, the TSCO, the special security officer (SSO), the COMSEC custodian, or an authorized representative. Within Non-DoD Components, the head or authorized representative of the Federal Agency.

3-2.4.1. The complete name (e.g., first name, middle initial, and last name), grade/rank, title, and SSN will be typed, stamped, or legibly printed. The authorized official may also enter/receive DCS material if he/she is included in the listing of personnel (para 3, above) or if all of the identifying information is provided in the "AUTHORIZED OFFICIAL" section on the bottom of the DCS Form 10.

3-2.7. **BLOCK 7 - SIGNATURE.** The authorizing official must sign each copy of the Form 10 submitted for validation. To transact business, the authorized official's signature must match the identification card used for the transaction.

3-2.8. **BLOCK 8 - VALIDATION.** Only DCS couriers are authorized to review the DCS Form 10 for compliance and validation.

3-2.9. **BLOCK 9 - UNIT/ORGANIZATION ADDRESS, EMAIL, AND MESSAGE ADDRESS INFORMATION.** The customer should provide their mailing address, location, email address, and message address in this section. Additional information can be provided by the customer or may be required by the servicing courier station.

**3-3. Changes and Corrections.** New forms must be submitted to reflect changes to the name, SSN or signature of personnel listed on the form, to add personnel, when the authorized/certifying official is changed; when the DCS two-line address is changed; or when requested by a DCS Station. Only a DCS courier is authorized to completely delete an individual from a DCS Form 10 by lining through the individual's entire entry when so instructed by an account representative listed on the DCS Form 10.

### **3-4. Multiple Account Numbers.**

3-4.1 Multiple DCS account numbers may be assigned to a single DCS Form 10 if several sub-elements of the activity meet the following criteria:

3-4.2 The authorized official shown on the bottom of the DCS Form 10 is empowered to authorize DCS service for all of the sub-elements listed on the form.

3-4.3 The persons listed on the DCS Form 10 are certified by this authorized official to enter/receive material for all of the listed sub-elements.

3-4.4 The sub-elements are located at the same general location, thus permitting a standard address.

3-4.5 The following procedures apply to situations involving multiple account numbers:

3-4.6 Each sub-element must be given an individual two-line address. To illustrate, the following account numbers/short titles might be certified as sub-elements within the 36 TFW:

410456-DV01  
36 TFW/CC

410457-DV01  
36 TFW/CCE

410458-DV01  
36 TFW/DA

3-4.7 Each sub-element's two-line address must be listed on the DCS Form 10. If there is insufficient space on the form to list all of the activity's sub-elements, a letter or other appropriate documentation, signed by the same official who verifies the activity's DCS Form 10, will be attached to/retained with the file copy of the DCS Form 10.

3-4.8 A sub-element may not enter material for delivery to another sub-element listed on the same DCS Form 10.

3-4.9 The run code suffix for each of the sub-elements listed on the DCS Form 10 must be identical.

### **3-5. DCS Form 10 Distribution.**

3-5.1. Three is the minimum number of original copies of the DCS Form 10. If a DCS Account lists a Consolidated Control Account or Accounts on the DCS Form 10, an additional copy for each CCA listed will be provided.

3-5.2. After a DCS Station validates the DCS Form 10, the form will be distributed as follows:

3-5.3. 2 copies will be retained by the DCS Station.

3-5.4. 1 copy will be returned to the customer.

3-5.5. 1 copy for each CCA listed.

### **3-6. DCS Customer Categories.**

3-6.1 To keep track of statistics and billing information a list of customer categories have been established (Appendix 3B).

3-6.2 Each DCS Form 10 must have the customer category listed, refer to paragraph 3-2.1 of this document for placement of the customer category on a DCS Form 10.

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## APPENDIX 3A - DEFENSE COURIER SERVICE AUTHORIZATION RECORD (DCS Form 10)

<b>999999-WP01</b> <b>Second Line Defense</b> <div style="text-align: center;">1</div> <div style="text-align: center;">(023)</div>	<div style="text-align: center;">(999) 555-1212/DSN 555-1212</div> <div style="text-align: center;">2</div> <div style="text-align: center;">(999) 555-5555/DSN 555-5555</div>			
<b>DCS Two Line Address and Category of Account</b>	<b>Telephone Number During Duty Hours</b> <b>Telephone Number During Non-Duty Hours</b>			
<small>The authorizing official acknowledges that the individuals below by name, social security number, and signature, are authorized to enter and receive Defense Courier Service (DCS) qualified material; and possess an appropriate personal security clearance for the qualified material they will be entering or receiving through DCS. Customers must coordinate with their servicing DCS Station if there are any additions and/or deletions concerning the authorizing official or the individuals named below.</small>				
<b>Name</b>	<b>Grade</b>	<b>SSN</b>	<b>Telephone Number</b>	<b>Signature</b>
John B. Smith	E-7	999-99-9999	555-1212	
Jane B. Doe	GS-9	999-99-9998	555-1212	
Jimmy D. Smythe	Civ	999-99-9997	555-1212	
<b>PERSONNEL LISTED ON DCS FORM 10 FOR ACCOUNT 999998-WP00/FIRST LINE DEFENSE, ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL ON BEHALF OF THE ACCOUNT(S) LISTED IN THE "DCS TWO LINE ADDRESS" BLOCK OF THIS FORM 10. THIS DOES NOT AUTHORIZE THEM TO OPEN THIS MATERIAL.</b>				
<div style="text-align: center;">4</div>				
////////////////////////////////////// //// LAST ITEM// ////////////////////////////////////// //////////////////////////////////////				
<b>Date</b> 15 Mar 01	<b>Authorized Official (Name, Grade, SSN, Title, Rotation Date)</b> HOWARD D. SMITH, COL, 999-99-9996, USAF COMMANDER, 25 Jul 02			<b>Signature</b> <div style="text-align: center;">7</div>
5	6			7

DCS Form 10-R (1 MAR 01) Local reproductions authorized

DEFENSE COURIER SERVICE AUTHORIZATION RECORD

Data Required by the Privacy Act of 1974 (5 U.S.C. 552a)	
AUTHORITY: PRINCIPAL PURPOSE(S): ROUTINE USES: DISCLOSURE:	5 U.S.C., Section 301. To authorize individuals to pick up DCS material. Information may be disclosed to DCS personnel with a need to know in the performance of their duties. Voluntary. If information is not provided, individuals will not be authorized to access DCS material.
<b>PERSONNEL LISTED ON DCS FORM 10 FOR ACCOUNT 999998-WP00/FIRST LINE DEFENSE, ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL ON BEHALF OF THE ACCOUNT(S) LISTED IN THE "DCS TWO LINE ADDRESS" BLOCK OF THIS FORM 10. THIS DOES NOT AUTHORIZE THEM TO OPEN THIS MATERIAL.</b>	
<div style="text-align: center;">4</div>	
HOWARD D. SMITH, COL, 999-99-9996, USAF COMMANDER, 25 Jul 02	
<b>Unit/Organization Mailing Address</b> COMMANDER SECOND LINE DEFENSE 2 JIMMY STREET WRIGHT PATTERSON AFB, OH 99999	<b>Unit/Organization EMAIL Address (Unclass and Secure)</b> 2nd@2nd.mil 2nd@2nd.secure.mil  <b>Unit/Organization Message Address</b> SECOND LINE DEFENSE
9	9
Verified and Acknowledged by (Name of courier or courier assistant and respective courier station)	
8	8
<b>DEFENSE COURIER SERVICE STATION REPRESENTATIVE SIGNATURE</b>	
Date 16 MAR 01	

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## APPENDIX 3B - DCS CUSTOMER CATEGORIES

<u>CATEGORY</u>	<u>NAME</u>
001	DEFENSE COURIER SERVICE
003	DEFENSE INFO SYS AGENCY
004	DEFENSE INTELLIGENCE AGEN
005	DEFENSE INVESTIGATIVE SER
006	NIMA
007	DSWA
008	DEPARTMENT OF DEFENSE
009	DEPARTMENT OF ENERGY
010	DEPARTMENT OF JUSTICE
011	DEPARTMENT OF STATE
012	DEPARTMENT OF TRANSPORT
013	DRUG ENFORCEMENT AGENCY
014	FEDERAL BUREAU OF INVESTI
015	FEDERAL COMM COMMISSION
016	FEDERAL EMERG MGMT AGENCY
017	GENERAL ACCOUNTING OFFICE
018	GENERAL SERVICES ADMIN
019	JOINT CHIEFS OF STAFF
01A	NEW ZEALAND
01B	JAPAN
01C	KOREA
020	NATL AERO AND SPACE ADMIN
021	NATIONAL SECURITY AGENCY
023	UNITED STATES AIR FORCE
024	USAF NATIONAL GUARD
025	USAF RESERVE
026	UNITED STATES ARMY
027	US ARMY NATIONAL GUARD
028	US ARMY RESERVE
029	UNITED STATES COAST GUARD
030	UNITED STATES MARINE CORP
031	US MARINE CORP RESERVE
032	UNITED STATES NAVY
32A	CENTCOM
32B	CNET
32C	CHIEF OF NAVAL OPERATIONS
32D	CINCUSNAVEUR
32E	CINCLANTFLT
32F	METOC
32G	MSC
32H	NAVAIR
32I	NAVSEA
32J	NAVSUP
32K	COMNAVCOMTELCOM
32L	ONI
32M	ONR
32N	CINCPACFLT
32O	COMNAVSECGRU
32P	SPACECOM

<u>CATEGORY</u>	<u>NAME</u>
32Q	SPAWAR
32R	SPECWAR
32S	AAUSN
32T	JCS
32U	NAVFAC
32V	SSP
32W	NSMA
033	US NAVY RESERVE
034	ALLIED NATIONS, US LIAISON
035	DEPT OF THE INTERIOR
036	FEDERAL AVIATION ADMIN
037	US CUSTOMS SERVICE
038	DEPARTMENT OF COMMERCE
039	US MARSHALLS SERVICE
040	US SECRET SERVICE
041	US STUDIES REPORT OFFICE
042	IMMIGRA AND NATURALIZ SVC
043	US ATTORNEYS OFFICE
044	NUCLEAR REGULATORY COMMIS
045	US INFORMATION AGENCY
046	US INTL TRADE COMMISSION
047	PANAMA CANAL COMMISSION
048	TENNESSE VALLEY AUTHORITY
049	DEPT HOUSNG AND URBAN DEV
050	US POSTAL SERVICE
051	DEPARTMENT OF AGRICULTURE
052	DEPARTMENT OF LABOR
053	US SENATE
054	US HOUSE OF REPRESENTATIV
055	WHITE HOUSE OFFICE
056	DEPT HEALTH AND HUMAN SVC
057	FEDERAL RESERVE SYSTEM
058	ENVIRONMNTL PROTEC AGENCY
059	DEPT OF THE TREASURY
060	SUPPORT TO PAST PRESIDENT
061	OFFICE OF MGMT & BUDGET
062	NATIONAL SECURITY COUNCIL
063	OFFICE OF SCIENCE & TECHN
064	NATL ARCHIVES & RECORDS
065	VETERANS ADMINISTRATION
066	CENTRAL INTELLIGENCE AGEN
067	OFFICE OF PERSONNEL MGMT
068	NATO/SHAPE
069	NATO/SACLANT
070	NATO/DACAN
070A	NL NCSA (NDA Netherlands account)
070B	NDA SP/ARTEL (NDA Spain account)
070C	FAFCISCO NDA GE (NDA Germany account)
070D	NDA PORTUGAL
070E	NDA FRANCE
071	DEFENSE LOGISTICS AGENCY
072	FORCES COMMAND

<u>CATEGORY</u>	<u>NAME</u>
080	ALLIED NATION, NON-NATO AUSTRAL
081	ALLIED NATION, NON-NATO MOD D17
082	ALLIED NATION, NON-NATO BRIT EM
083	ALLIED NATION, NON-NATO TURKEY
084	ALLIED NATION, NON-NATO ITALY
085	ALLIED NATION, NON-NATO NDA UK
086	ALLIED NATION, NON-NATO AUSTRAL
087	ALLIED NATION, NON-NATO CANADA
088	ATLANTIC COMMAND
089	EUROPEAN COMMAND
090	PACIFIC COMMAND
091	SOUTHERN COMMAND
092	SPACE COMMAND
093	SPECIAL OPERATIONS COMMAND
094	TRANSPORTATION COMMAND
095	CENTRAL COMMAND
096	STRATEGIC COMMAND
098	HQ DCS CONTROLLED/ISSUED
099	STATION UPDATE REQUIRED

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## CHAPTER 4 – ENTERING MATERIAL INTO DCS

**4-1. General.** This chapter is intended to provide our customers detailed instructions on how to enter qualified material into the Defense Courier Service (DCS) system.

### **4-2. Notifications.**

4-2.1 Under the provisions of DoD 5200.33-R, it is the customer's responsibility to notify a DCS Station when they have material to enter into the DCS system.

4-2.2 The contacted DCS Station will make arrangements to pickup this material at the next available opportunity.

### **4-3. Material Entry Procedures.**

4-3.1. Authorization and Identification of Representatives. Any person seeking to enter material into DCS must be listed on a valid DCS Form 10 and present valid personal identification. This identification will provide a photograph and signature specimen. Verbal confirmation of individual's SSN or ID number for non-US personal can then be made. DCS couriers must be satisfied with the identification before beginning the transaction.

4-3.2. The following are acceptable forms of identification:

4-3.2.1. Military personnel (Active Duty and Reserve) - Armed Forces Identification Card (DD Form 2 series).

4-3.2.2. U.S. Government civilians - Appropriate departmental identification card/credentials.

4-3.2.3. Foreign - Any identification that provides, as a minimum, a photograph and a signature specimen, and ID number.

4-3.3. Except for the situations below, any individual desiring to enter items into the DCS must be listed on that account's DCS Form 10. The individual does not have to be the same person who signed/certified the DCS Form 1, but must be listed on the customer's DCS Form 10.

4-3.3.1. Command messengers with an appointment letter on command letterhead or a message from an appropriate official.

4-3.3.2. The representative of a unit/activity without a DCS account, but who has a one time authorization letter or message from DCS/CC. (Refer to Chapter 2-4)

4-3.4. Customers will complete Receipt to Sender, DCS Form 1, to enter material into the DCS. (Appendix 4A/B)

4-3.4.1. DCS personnel cannot make changes/deletions on the DCS Form 1 (or the corresponding material) without concurrence of the originator. Permissible changes are corrections to article weight and minor corrections to address abbreviations. Each copy of the Form 1, including the originator's copy, will be corrected (and initialed by the person making the correction) if a change is made to the original.

4-3.4.2. The date and time of entry of the material into DCS will be noted in the appropriate spaces.

4-3.4.3. Both accepting DCS couriers will print their names, sign and date in the space provided to acknowledge receipt of the articles. A legible copy of the signed form will be returned to the originator.

**4-4. Preparation of DCS Material.** Customers are responsible for packaging and preparing material for movement IAW DoD 5200.33-R. DCS will not accept improperly packaged material to preclude damage or compromise during movement within the DCS system. Customers should notify a DCS Station for clarification of wrapping standards or to validate adequacy of new technology packing material.

4-4.1. Packing Materials. Customers are encouraged to employ packing and wrapping material that incorporates the newest and best technology in industry. The following material has proven to be very durable and is the minimum standard for packing and wrapping qualified classified material:

4-4.1.1. Standard GSA Kraft envelops not less than 8 ½ inches by 11 inches.

4-4.1.2. Wooden crates.

4-4.1.3. Double-faced corrugated fiberboard.

4-4.1.4. Heavy Kraft wrapping paper.

4-4.1.5. Canvas shipping bags.

4-4.1.6. Tape-gummed Kraft paper tape (reinforced), Federal stock number 8135-598-6097, or its equivalent. **Masking, cellophane, or translucent nylon-reinforced mailing tape shall not be used.**

4-4.1.7. Staples (limited to stapled cartons provided by equipment manufacture or corrugated fiberboard containers that have been corner stapled with heavy duty clinch type staples by the carton manufacture). Distribution points also must apply the prescribed tape to the stapled seam.

4-4.1.8. Strapping bands made of rayon, nylon or plastic. Metal strapping bands will not be used due to safety considerations.

4-4.2. Weight and Size Standards.

4-4.2.1. The minimum acceptable size for a package entered into DCS is determined by its girth plus its length, which must total 26 inches or more. (An item's girth is twice its height plus twice its depth.) For example, a box measuring 2 x 6 x 10 is acceptable since its girth (2 + 6 + 2 + 6), plus its length (10) equals at least 26 inches.

4-4.2.2. The minimum size of a flat (an envelope) is the GSA standard 8 ½ by 11 inches.

4-4.2.3. Customers are requested not to enter any one single item exceeding 300 pounds in weight, or dimensions in excess of 45 1/2 x 26 x 22 inches. Any packages exceeding these specifications require an advanced approval by receiving DCS Station.

4-4.3. Packaging Standards. All material entered into the DCS system will meet the following minimum standards.

4-4.3.1. Double wrapped with prescribed opaque material before given to DCS couriers.

4-4.3.2. Equipment packaged by manufacturer in accordance with contract specifications and double wrapped.

4-4.3.3. Packaged so that contents will not shift during transit.

4-4.4. Required Packaging Methods.

4-4.4.1. Envelops (less than 10 pounds). After initial sealing of the envelope, all exposed seams will be further sealed by affixing the prescribed tape to completely cover the seams.

4-4.4.2. Small fiberboard cartons (less than 20 pounds).

4-4.4.2.1. The flaps and open seams of the fiberboard cartons shall be sealed completely with the prescribed tape.

4-4.4.2.2. If a paper outer wrapper is used, it shall be of prescribed wrapping paper. All exposed seams shall be taped completely and reinforced.

4-4.4.3. Medium packages (20 to 50 pounds) shall be packaged with a first and second wrapper of double-faced corrugated fiberboard carton. All seams shall be sealed completely with prescribed tape.

4-4.4.4. Large packages (50 pounds and above)

4-4.4.4.1. Corrugated fiberboard cartons, excluding equipment, shall be packaged according to the standards for medium sized containers. Packages over 50 pounds shall be secured with rayon, nylon or plastic bands crosswise across the container.

4-4.4.4.2. Equipment and hardware shall be packaged in wooden crates, heavy duty corrugated fiberboard, or a combination of wood and corrugated fiberboard. Crates and containers shall be constructed and packed to minimize damage. This includes providing packing material inside the container to absorb shock and adequate internal blocking or packing to prevent shifting of the contents during shipment. The inner wrapper must be an opaque moisture barrier in order to ship equipment or other materials subject to corrosion. Packages shall be secured with rayon, nylon or plastic bands crosswise across the container.

4-4.4.4.3. Fiberglass and other carrying cases provided by the equipment manufacturer may be used to transport equipment. However, the case must be secured with at least two banding straps (and locks if possible).

4-4.4.5. Shipping Bags.

4-4.4.5.1. The total weight of shipping bags shall not exceed 50 pounds. They shall not be used to pack exposed wooden or metal boxes that can rupture the bag during shipment.

- 4-4.4.5.2. Shipping bags shall be secured at the neck at least 6 inches below the top of the bag with strong cord and sealed, using lead seals. The seal shall be pulled tight to prevent it from being removed, except by cutting the cord. The shipping label shall be of reinforced fabric.
- 4-4.4.5.3. Exposed stitching of the shipping bag must be turned to the inside.
- 4-4.4.5.4. Shipping bags with holes, tears, defective seams, or repaired defects shall not be used.
- 4-4.4.5.5. U.S. Postal Service bags, pouches, or sacks shall not be used.
- 4-4.5. DCS couriers will attach an article number (bar code label) to each article entered into the DCS system. For internal accountability, series numbers on articles e.g., 1 of 5, 2 of 5, etc, may be used by customers; however, each separate article will be identified with a separate number/bar code label.
  - 4-4.5.1. The DCS article number/bar code label will be placed in the bottom-right corner of the "address" side of the piece so as to be readily discernible and not confused with originator control numbers, weight figures, or other numbers. Customers are encouraged to request and use DCS Form 28, Customer Address Label (pouches) or the DCS Form 29, Customer Address Label (packages/flats) (Appendix 4C) to standardize preparation of addresses. These forms are available upon request from any DCS Station.
  - 4-4.5.2. Each DCS Station has its own unique numbers/barcodes. The numbers consist of a station digraph and six digits.
    - 4-4.5.2.1. Accounts which enter large quantities of material can be given blocks of numbers/bar code labels, enabling them to pre-number their articles. Customers requiring blocks of numbers should make their request known to their servicing DCS Station.
  - 4-4.5.3. The originator's two-line address will be placed in the upper left corner of the material/label. The destination's two-line address will be placed in the center of the article's address surface/label. (Appendix 4C)
- 4-4.6. Package Addressing Instructions. Articles/packages entered into DCS will be addressed as shown below. The only exceptions to these requirements are when shipping bags or when DCS Form 29 are used. At least one side of the articles/ packages will indicate the following:
  - 4-4.6.1. FROM. Place originator's two-line address in the upper left corner of the package.
  - 4-4.6.2. TO. Place the destination two-line address in the center of the package. The originator may add optional address information in lines 4 - 7 of the address field. Use of actual/geographic mailing addresses of DCS customers is not authorized.
  - 4-4.6.3. WEIGHT. Place the weight of the package in the lower left corner. Round the weight up to the next higher pound; i.e., 1 pound, 3 ounces should be indicated as 2 pounds.
  - 4-4.6.4. ARTICLE NUMBER. The DCS article number will be placed in the lower right corner of the package. IT MUST BE LEGIBLE.

4-4.6.5. VIA DEFENSE COURIER SERVICE. This mandatory statement will be placed in the upper right corner.

#### **4-5. Contraband/Hazardous Material.**

4-5.1. DCS personnel will not knowingly accept contraband/hazardous material for shipment through the DCS system.

4-5.2. Within the DCS system, contraband includes alcohol, controlled substances (particularly narcotics and dangerous drugs) and cash/negotiable instruments. For DCS purposes, hazardous materials are defined as explosives, munitions, corrosives, firearms, or similar material that may prove hazardous to couriers and/or DCS material.

4-5.3. If customers have question regarding whether material is contraband or hazardous, refer questions to a DCS Station.

#### **4-6. Qualified Material.**

4-6.1. The following categories of material are qualified for shipment within the DCS system.

4-6.1.1. Department of Defense Material:

4-6.1.1.1. Top Secret information.

4-6.1.1.2. Classified cryptographic and/or Communications Security (COMSEC) material.

4-6.1.1.3. Classified cryptologic material.

4-6.1.1.4. Cryptographic keying material designated and marked "CRYPTO" by the National Security Agency (NSA).

4-6.1.1.5. Sensitive Compartmented Information (SCI).

4-6.1.1.6. Air and spaceborne imagery material classified SECRET and higher.

4-6.1.1.7. Controlled cryptographic items (CCI) for shipment outside the 48 contiguous states when no other means of secure transportation is available.

4-6.1.1.8. FMS material, if otherwise qualified.

4-6.1.1.9. Any U.S. Classified material that cannot be transmitted in U.S. custody by any other means.

4-6.1.1.10. Single Integrated Operational Plan (SIOP) material and SECRET or more highly classified operational and/or targeting support material.

4-6.1.1.11. End of cruise data packages (ECDP).

4-6.1.1.12. SECRET Collateral material for Intelligence Community customers to addressees to which they are also shipping material.

4-6.1.1.13. Technical Surveillance Countermeasures (TSCM) material (equivalent to "classified communications security material" for DCS purposes).

4-6.1.2. Other Qualified Material:

4-6.1.2.1. DOS-accompanied diplomatic courier pouches.

4-6.1.2.2. Material in paragraphs 4-6.1.1.1. through 4-6.1.1.9, above, of other U.S. Government Agencies.

4-6.1.2.3. Material in paragraphs 4-6.1.1.1 through 4-6.1.1.8, above, of NATO.

4-6.1.2.4. Material in paragraphs 4-6.1.1.1 through 4-6.1.1.7, above, of foreign governments when used for combined operations.

4-6.1.2.5. Material in paragraphs 4-6.1.1.1 through 4-6.1.1.9, above, of Federal Government contractors when specifically provided for in their contracts.

**4-7. PROHIBITED MATERIAL.**

4-7.1. The following material is not authorized entry into the DCS system, regardless of classification or other qualifying criteria:

4-7.1.1. Contraband, including controlled substances (particularly narcotics and dangerous drugs), as defined in Section 812 of 21 U.S.C.

4-7.1.2. Explosives, ammunition, firearms, and their components.

4-7.1.3. Radioactive material, etiological, or other material hazardous to personnel.

4-7.1.4. Flammables.

4-7.1.5. Liquids.

4-7.1.6. Batteries (prohibited from air shipments by the Federal Aviation Administration or international regulations), except as coordinated with the Commander, DCS in advance.

4-7.1.7. Currency, military payment certificates, bonds, securities, precious metals, jewels, postage stamps, or other negotiable instruments.

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# APPENDIX 4A - DCS FORM 1 (RECEIPT TO SENDER – COMPUTER FORM)

**\*\*PRODUCED BY THE COMPUTER AT THE COURIER STATION\*\***

DCS RECEIPT FOR MATERIAL

RECEIPT #: HO-R-000042

DATE: 09/28/1999

PAGE 01

ARTICLES LISTED HEREON CONTAIN MATERIAL QUALIFIED FOR TRANSPORTATION VIA THE DEFENSE COURIER SERVICE IN ACCORDANCE WITH DOD DIRECTIVE 5200.33. ENTRY OF UNQUALIFIED MATERIAL MAY RESULT IN APPROPRIATE DISCIPLINARY ACTION.

FROM: 414999-HOOO JIMBO/LM

TIME/DATE

NAME (PRINTED):

SIGNATURE:

1530 09/28/1999

NAME (PRINTED):

SIGNATURE:

1530 09/28/1999

ARTICLE #	WEIGHT	DESTINATION 2-LINE AND STATION	SPECIAL HANDLING
-----------	--------	--------------------------------	------------------

HO-A-078542	5	452000-WP00 DCS STATION WP/CC	WP
-------------	---	----------------------------------	----

HO-A-457823	15	452000-WP00 DCS STATION WP/CC	WP
-------------	----	----------------------------------	----

HO-A-542344	25	452000-WP00 DCS STATION WP/CC	WP
-------------	----	----------------------------------	----

//////////////////// LAST ITEM THIS PAGE //////////////////////

TOTAL ARTICLES THIS PAGE: 3  
TOTAL ARTICLES THIS RECEIPT: 3

TOTAL WEIGHT THIS PAGE: 45  
TOTAL WEIGHT THIS RECEIPT: 45

RECEIVED BY: SSGT JIMMY JAMES  
DATE/TIME: 15 MAR 1999/1530

SIGNATURE:

RECEIVED BY: SSG JIMBO A. JONES  
DATE/TIME: 15 MAR 1999/1530

SIGNATURE:

RECEIVED BY:  
DATE/TIME:

SIGNATURE:

RECEIVED BY:  
DATE/TIME:

SIGNATURE:

DCS FORM 1 REV AUG 97 (SUPERSEDES EDITION 1 OCT 90, WHICH IS OBSOLETE)

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## **APPENDIX 4B - DCS FORM 1 (RECEIPT TO SENDER – MANUAL FORM INSTRUCTIONS)**

**NOTE:** The following instructions are for the preparation of the manual DCS Form 1. Accounts are urged to complete a DCS Form 1 prior to meeting DCS couriers.

- 1. FROM.** Enter originator's DCS two-line address.
- 2. ENTRY CERTIFICATION.** Enter typed or printed name (i.e., first, MI, last), grade, and original signature of official verifying qualification of the material listed on the form. This individual must be listed on account's DCS Form 10.
- 3. DATE.** Date the material is being entered into DCS.
- 4. DCS ARTICLE NUMBER.** Unless given a block of pre-assigned numbers, leave this space empty. DCS couriers will attach a station unique bar code number to each article entered within the DCS system and will annotate this number in the block.
- 5. PRIORITY.** This block is no longer used.
- 6. WEIGHT.** Figures will be rounded up to the nearest pound.
- 7. ORIGINATOR'S CONTROL NUMBER.** For originator's use.
- 8. ORIGINATOR'S SPECIAL HANDLING INSTRUCTIONS.** For originators use. Only special and authorized special handling flags, i.e. TPC, SIOP-ESI, etc.
- 9. ADDRESSEE.** Enter only the DCS two-line address. Customers entering material to a ship/forces afloat must provide geographic locator information. DCS couriers are not authorized to accept material to ships without geographic locator information.
- 10. DISPOSITION.** For DCS use only.
- 11. LAST ITEM.** Close unused portion of form with "LAST ITEM" or "NOTHING FOLLOWS" entry and slashed lines or dashes to preclude additions.
- 12. NUMBER OF ARTICLES.** Total number of articles listed on the form.
- 13. TOTAL WEIGHT.** Total weight of items listed.
- 14. RECEIPT ACKNOWLEDGED.** DCS couriers will print names and grades, and provide signatures.
- 15. TIME/DATE.** DCS couriers will provide time and date material was accepted.
- 16. DCS SYMBOL.** The digraph for the servicing DCS Station.

Note: When a change is made to the information contained on a DCS Form 1, DCS may ask the customer to initial the change.

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**DEFENSE COURIER SERVICE RECEIPT TO SENDER**  
(Manual DCS Form 1)

<b>RECEIPT TO SENDER</b>			IAW DoD Directive 5200.33, hazardous/dangerous material is not qualified for entry into DCS. Hazardous material is considered to be any material regulated by AFR 71-4/TM 38-250/NAVSUP pub 505/MCO P4030.19E/DLAM 4145.3/CFR 49/IATA dangerous cargo regulation, for transporting via military/commercial aircraft. Personnel signing DCS Form 1 verify that no such material is contained in the tendered shipment. Personnel who knowingly violate DoD Dir 5200.33 may be subject to disc.			
FROM: (Originators complete DCS 2-line) <b>123456-BA00</b> <b>XYZ CORP</b>						
<b>1</b>			ENTRY VERIFICATION SIGNATURE(S) OF AUTHORIZED REPS <b>DUANE B. COOPER</b>		DATE <b>1 Apr 00</b>	
Articles listed hereon contain material qualified for transportation via the Defense Courier Service in accordance with DoD Dir 5200.33. When applicable, indicate special handling instructions for each article in Column e. Entry of unqualified material may result in appropriate disciplinary action.						
DCS Station Article Number	Priority (b)	Article Weight	Originators Control Num	Originators Spec Hand. *	Addressee (DCS 2-line address, to include geo location)	Disposition (DCS Station Use)
<b>4</b> <b>BA 111313</b>	<b>5</b>	<b>6</b> <b>-4-</b>	<b>7</b> <b>00-54656</b>	<b>8</b>	<b>9</b> <b>429101-MU03</b> <b>ABC WIDGETS</b>	<b>10</b>
//////////// <b>11</b> // LAST ITEM //						
Number of Articles <b>12</b> Number of Articles <b>1</b>	Total Weight <b>13</b> <b>-4-</b>		Receipt Acknowledged (Sig and grade of Courier(s) Trip) Courier Signature <b>14</b>		Time/Date Time/Date <b>15</b>	DCS Symbol <b>16</b> <b>BA</b>
			Receipt Acknowledged (Sig and grade of couriers/Auth Rep.) Courier Signature		Time/Date	
					Time/Date	

DCS FORM 1 (1 Oct 90) (Supersedes edition 1 Jul 89, which will be used until exhausted.)

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APPENDIX 4C – DCS FORM 28 (CUSTOMER ADDRESS LABEL) - FOR POUCHES

FROM: 880099-BA 22 DIRNSA Y13		VIA DEFENSE COURIER SERVICE
TO: 441155-KE 24 111 CORPS TSCO		
TRAINING Use Only		
SPECIAL HANDLING		
ORIG CONTROL # (OPT)	WEIGHT 50	DCS ART # INSERT BAR CODE
FORM DCS 28 MAY 88 NSN: 7540-FM-001-4063		DCS CUSTOMER ADDRESS LABEL

DCS ARTICLE #:	
FORM DCS 28 MAY 88 REVERSE NSN: 7540-FM-001-4063	
VIA DEFENSE COURIER SERVICE	

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APPENDIX 4C – DCS FORM 29 (CUSTOMER ADDRESS LABEL)

FROM: 880099-BA22 DIRNSA Y13		VIA DEFENSE COURIER SERVICE	
TO: 441155-KE24 III CORPS TSCO			
TRAINING Use Only			
SPECIAL HANDLING			
ORIGINATOR CONTROL # (OPT)	WEIGHT 2	DCS ARTICLE # Bar Code	

DCS FORM 29 (1 MAY 88) DCS CUSTOMER ADDRESS LABEL

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## CHAPTER 5 – FORCES AFLOAT HANDLING PROCEDURES

**5-1. General.** This chapter provides Forces Afloat units with general guidance when dealing with DCS.

**5-2. Forces Afloat.** "Forces Afloat" material includes all material destined for U.S. ships, submarines, other units embarked aboard ships, and deployed forces operating throughout the world.

5-2.1. Any account shipping DCS material to a forces afloat unit must provide a geographic location (e.g., "in-port Honolulu" or "Singapore") to which DCS should route the material.

5-2.2. Material will be routed as per the originator's guidance. Therefore, prior coordination with the intended recipient will alleviate instances of misrouted material.

5-2.3. It is DCS policy that all material will be returned to sender (RTS) if not picked up/delivered or guidance provided within a reasonable period of time of the initial notification message.

**5-3. Scheduling and Delivery Operations.** Each DCS Station involved in delivering to Forces Afloat will provide guidance delivery of DCS material to forces afloat operating in the waters for which they are responsible. Secure and controlled movement, coupled with prompt, professional delivery, is the goal of DCS.

5-3.1. The single most important document affecting the delivery to a deployed unit is a validated, current DCS Form 10. This document should always accompany account representatives when dealing with DCS couriers. Validated forms from your servicing DCS Station are valid worldwide as long as the authorizing official, designated representatives, and account information remain valid. If you require a new DCS Form 10 to be validated, any DCS Station can accomplish this task during delivery. Second only in importance to a valid DCS Form 10, is a current schedule providing portcalls, point of contact, and contact numbers (INMARSAT, POTS, DSN Numbers, Email, etc.) and the place delivery is desired, see Chapter 6 of this manual to see courier station areas of responsibility.

5-3.2. To help with delivery procedures, the following information is provided:

5-3.2.1. When units deploy the accounts may designate Battle Group and ARG Staff account(s) to enter or receive material on behalf of the ship. This has been effective with previous CVBGs and escorted ships as well as amphibious groups and embarked Marine Corps elements. An explicit and correct message with a Consolidated Control Account (CCA) statement must be sent to the servicing DCS Station and to AIG 7287. A CCA pick up statement does not grant authorization to open material.

**"PERSONNEL LISTED ON THE DCS FORM 10 FOR ACCOUNT "CCA DCS Two-Line Address" ARE AUTHORIZED TO ENTER/RECEIVE MATERIAL FOR "Your Two-Line Address"**

Example CCA Statement:

**"PERSONNEL LISTED ON THE DCS FORM 10 FOR ACCOUNT  
000001-HO99/USS NEVERSAILS ARE AUTHORIZED TO ENTER/RECEIVE  
MATERIAL FOR 000002-HO99/USS ALWAYS SAILS"**

5-3.2.2. Submarines, with permission of the SUBGRU, may authorize the servicing SUBGRU and the forward-deployed tender to enter and/or receive material using the CCA statement listed above.

5-3.2.3. Commands with more than one DCS Account may list those accounts on one DCS Form 10, or use the DCS Consolidated Control Account (CCA) statement on each account's DCS Form 10 to allow individuals to sign for both accounts.

5-3.2.4. Providing schedule information and authorization messages prior to INCHOP/OUTCHOP from geographical areas of responsibility will expedite deliveries. When outchopping, deployed forces should coordinate with the area DCS Station to set a cutoff date for delivery of material. To inform all DCS Stations of schedules and delivery desires the information should be sent via message to AIG 7287.

5-3.2.5. Advise the servicing DCS Station that you have material to enter. DCS policy does not allow a DCS Station to give out full DCS Two-Line Address as a customer. Therefore, you must coordinate with receiving customer for their Two-Line Address prior to shipment of material. If you have the numeric portion of the DCS Two-Line address a DCS Station can validate the remaining information. If any DCS forms are needed to enter material, contact the closest DCS Station for the supplies.

5-3.2.6. The key to timely delivery is communication, be it message, email, phone call, or face to face. DCS is available to assist in any way possible.

#### **5-4. Forces Afloat Units Requiring Service via the U.S. Department of State.**

5-4.1. Service to Forces Afloat units operating where the U.S. does not have a Status of Forces Agreement (SOFA), similar agreement that protects material from search and seizure, or to where DCS does not service will have to request courier service via the U.S. Department of State (DoS) Courier System. This material will be passed to the American Embassy, U.S. Consulate, or U.S. Defense Attaché' Office for delivery. If unsure whether you will need DoS support, contact your servicing DCS Station to determine if a SOFA exists with the country concerned or if DCS services the area to where you want your material sent and delivered.

5-4.2. Expect delays, when requiring service via the U.S. Department of State Courier System.

5-4.3. Prior coordination with the American Embassy, U.S. Consulate, or Defense Attaché' Office is required prior to requesting service via the U.S. Department of State.

## CHAPTER 6 – AREAS OF RESPONSIBILITIES

**DCS Station Anchorage** - Services DCS customers in Alaska.

**DCS Station Bahrain** - Services DCS customers in Bahrain.

**DCS Station Baltimore** - Services DCS customers in Maryland; the District of Columbia; the Pentagon; Canada (Ottawa); northern and western Virginia; Berryville, West Virginia; and interfaces with the Department of State Courier System for delivery to many DCS customers around the world.

**DCS Station Colorado Springs** - Services DCS customers in Colorado; Wyoming; Utah; Idaho; and Washington State (Pasco and Yakima).

**DCS Station Honolulu** - Services DCS customers in the Hawaiian Islands; on Kwajalein; on Johnston Island; and at Royal Australian Air Force Base, Richmond, Australia.

**DCS Station Jacksonville** - Services DCS customers in Florida; Georgia; Guantanamo Bay; Honduras; Antigua; Ascension Island; Mississippi (except Keesler); southern half of South Carolina; and Alabama (except Huntsville).

**DCS Station Kelly** - Services DCS customers in Texas; Arkansas; Louisiana; New Mexico; Oklahoma; Mississippi (Keesler); and Mexico (Juarez, Nuevo-Laredo, and Reynosa).

**DCS Station Korea** - Services DCS customers in Korea; and interfaces with Department of State Courier System for delivery to a few DCS accounts in Singapore, Taiwan, and Australia.

**DCS Station Louisville** - Services DCS customers in Kentucky; Indiana; Michigan; Ohio; Tennessee; Puerto Rico; the Virgin Islands; West Virginia (except Sugar Grove); western Pennsylvania; eastern Wisconsin; eastern Illinois; and Alabama (Huntsville).

**DCS Station McChord** - Services DCS customers in Washington State; western Oregon; South Dakota (Ellsworth); and Montana.

**DCS Station McGuire** - Services DCS customers in New Jersey; Maine; Vermont; New Hampshire; Massachusetts; Connecticut; Rhode Island; Delaware; New York; eastern Pennsylvania; Greenland; and the Azores.

**DCS Station Mildenhall** - Services DCS customers in England; Scotland; and Forces Afloat Units operating in the North Sea; Baltic Sea; Norwegian Sea; Gulf of Finland; and Gulf of Bothnia.

**DCS Station Norfolk** - Services DCS customers in central/southern Virginia; North Carolina; northern half of South Carolina; West Virginia (Sugar Grove); and Iceland.

**DCS Station Offutt** - Services DCS customers in Nebraska; Iowa; Kansas; Minnesota; North Dakota; western Illinois; western Wisconsin; Missouri; South Dakota (except Ellsworth).

**DCS Station Ramstein** - Services DCS customers in portions of Germany; Aviano AB, Italy; Araxos, Greece; Incirlik AB, Turkey; Bosnia; Taszar, Hungary; and Skopje, Macedonia.

**DCS Station Rhein Main** - Services DCS customers in portions of Germany; Belgium; and interfaces with the Department of State Courier System for delivery to many DCS customers around the world.

**DCS Station San Diego** - Services DCS customers in southern California (to/including Los Angeles) and Arizona.

**DCS Station Sigonella** – Services DCS customers on Sicily; in Southern Italy; Greece (Souda Bay); Spain; Portugal; and Forces Afloat operating in the Mediterranean and Red Sea areas (i.e., Italy, Spain, France, Israel, Egypt, Turkey, Greece, Africa, Croatia, Macedonia, Albania, Yugoslavia, Malta, Oman, UAE)

**DCS Station Travis** - Services DCS customers in central and northern California (north of Los Angeles); southern and eastern Oregon; and Nevada.

**DCS Station Yokota** - Services DCS customers in Japan including Okinawa; Guam; and Diego Garcia.

## **GLOSSARY**

**ACCOUNT HOLDER** - DCS user with a current, authenticated, and validated DCS Form 10.

**ACCOUNT NUMBER** - Unique, six digit number assigned by DCS or COMSEC Office of Record (COR).

**ACCOUNT REPRESENTATIVE** - Personnel listed on an account holder's DCS Form 10.

**ACTIVITY SHORT TITLE** - Unique, 30 character or less, designator assigned by the COMSEC Office of Record (COR) or the account authorizing official.

**ADDRESSEE** - Destination account holder.

**AFLOAT UNITS** - Account holders without a fixed address, including ships and units assigned to ships.

**ALLIED ACTIVITIES** - Foreign countries closely associated with the United States by compact or treaty.

**AUTHORIZED RECIPIENTS** - Personnel listed on an account holder's DCS Form 10 or identified in a written, one-time authorization signed by an account holder authorizing official.

**AUTHORIZED USER** - Any U.S. Government activity or contractor authorized to send and receive qualified DCS material.

**BY NAME DELIVERY METHOD** - Two-Person Control delivery method requiring originators to identify specific individuals authorized to receipt for material.

**CENTRAL SERVICE POINT (CSP)** - A site at which a station and several of its customers rendezvous for receipt/delivery of material. The rendezvous is coordinated in advance by the station with those customers for whom it has material and/or who have material to be entered into the DCS. Use of CSPs reduces the number of delivery sites to which the station must travel.

**CENTRAL OFFICE OF RECORD** - The individual service/agency office responsible for COMSEC accountability within their jurisdiction, i.e., establishing accounts, distribution of material, and contingency routing requirements.

**CONSOLIDATED CONTROL ACCOUNT (CCA)** - An arrangement whereby a customer has authorized, on its DCS Form 10, another customer to act as an intermediary and receive/enter DCS material on its behalf. Servicing DCS Stations will deliver material to the CCA for ultimate delivery to the addressee(s).

**DEFENSE ATTACHÉ OFFICE** - Military advisors assigned to a U.S. Embassy.

**DCS** - Acronym for Defense Courier Service.

**DCSS** - Acronym for Defense Courier Service Station. The field DCS activity responsible for the acceptance, processing, movement, delivery, and simultaneous security of DCS material.

**DCS ACCOUNT** - An authorized DCS user with a current, authenticated, and validated Defense Courier Service Authorization Record, DCS Form 10.

**DCS ACCOUNT NUMBER** - A unique six-character identifier assigned to the account by the DCS or, for COMSEC accounts, the COMSEC account number assigned by the appropriate COR to which is added the servicing DCS station digraph and delivery/routing suffix.

**DCS ARTICLE NUMBER** – The unique number assigned to each article entered into the DCS system and used to account for the item as it transits the DCS system. It consists of the servicing station digraph and a six-digit number. For article tracking, insert the one-letter containment code “A” between the digraph and six-digit number.

**DCS FORM 1** - Defense Courier Service Receipt to Sender. The form used to enter qualified material into the DCS system and the first link in the chain of accountability between the originator and the addressee.

**DCS FORM 10** - Defense Courier Service Authorization Record. The document used to list the names and original signatures of persons authorized to represent an account in DCS transactions. This record must be validated at a DCS station and may be used for DCS service worldwide. Form 10 also serves as “proof” of the DCS account.

**DCS FORM 32** - DCS Transfer Form. The form used to transfer DCS material between DCS stations or deliver material to a customer.

**DCS MATERIAL** - Material that has been accepted for movement through the DCS system.

**DCS ROUTE** - An established route for the movement of DCS material.

**DEFENSE COURIER SERVICE STATION (DCSS)** – The field activity responsible for the acceptance, processing, movement, delivery, and simultaneous security of DCS material.

**DELIVERY CONTROL NUMBER (DCN)** - A shipment-unique number generated by DIRNSA that is assigned to and helps identify a series (or article) of two-person control (TPC) material and is used during delivery to verify the customer’s authorization to receipt for a specific TPC article.

**DELIVERY CONTROL OFFICER (DCO)** - The Controlling Authority representative designated to manage the distribution of a specific shipment of two-person control (TPC) material.

**DELIVERY STATION DIGRAPH** - Two letter identifier denoting the DCSS responsible for delivery.

**DIGRAPH** - A unique two-letter identifier used to designate a DCS station.

**DIPLOMATIC COURIER** - A person appointed and assigned by the U.S. Department of State who holds a diplomatic passport and a courier letter signed by the Secretary or Under Secretary of State.

**DIRECTOR, NATIONAL SECURITY AGENCY (DIRNSA)** - A term used to identify both the Director of this agency and, for simplicity, the agency itself.

**DoD** - DEPARTMENT OF DEFENSE.

**DoS** - DEPARTMENT OF STATE.

**FORCES AFLOAT** - Term used interchangeably with Afloat Units.

**FOUO** - For Official Use Only.

**GEOGRAPHIC LOCATION** - Specific port locations or general locations provided by originators for afloat units/forces afloat.

**INTERNAL HANDLING INSTRUCTIONS** - Information, such as attention lines, intended for originators or addressees only.

**MISUSE** - Failure to comply with existing directives relevant to DCS, such as the introduction of unqualified or prohibited material.

**NATO ORGANIZATIONS** - Units of the North Atlantic Treaty Organization.

**NICKNAME** - Within DCS, this refers to special movement authorization that has been provided a unique identifier/name to help manage DCS support for that program.

**ORIGINATOR** - Entering account holder.

**OVER THE COUNTER SERVICE** - Entry/receipt of material at the servicing DCS Station.

**PROHIBITED MARKINGS** - Examples include, APO, FPO, Zip Code addresses and classification markings.

**PROHIBITED MATERIAL** - Material not qualified for movement via DCS under any circumstances.

**PROVISIONAL COURIER** - A person assigned outside DCS, nominated by his/her parent command, and trained by DCS to act as a DCS representative in a specific area.

**QUALIFIED MATERIAL** - Normally Top Secret, Cryptographic, or Cryptologic material belonging to the U.S. Government. Material that may be transported via DCS is fully described in this Customer Education Manual. (See DoD Directive 5200.33 or paragraph 4-6 of this manual for complete list.)

**REGULAR MOVEMENT** - A precedence designator applied to the movement of material entered into the DCS. Regular movement uses normally scheduled transportation, consistent with the available space, and items are usually not commingled with special movement material.

**REQUIRED MARKINGS** - Entries that must be placed on all material accepted by DCS.

**SINGLE INTEGRATED OPERATIONS PLAN-EXTREMELY SENSITIVE INFORMATION (SIOP-ESI)** - Extremely sensitive information and material concerned with execution of the Joint Staff Single Integrated Operational Plan (SIOP).

**SPECIAL HANDLING INSTRUCTIONS** - The term used to describe a category of DCS material that requires additional procedures and/or security actions greater than other DCS material. Forces-Afloat, TPC, and SIOP-ESI material are categorized as special-handling material.

**SPECIAL MOVEMENT** - A precedence designator applied to movement of NICKNAME or other material of such urgency that, to prevent mission impairment, is moved more expeditiously than normal DCS schedules permit. HQ DCS must approve such movement in advance.

**STATUS OF FORCES AGREEMENT (SOFA)** - An agreement between the U.S. and another nation which outlines the rights and privileges of U.S. personnel in the host nation and discuss movement of personnel and material into, out of, and within the country without interference by customs and other officials.

**TWO-LINE ADDRESS** - The unique two part address used to identify DCS customers. The first line consists of a six-character account number; the servicing station digraph, and routing code. The second line is an account short title that will not exceed 30-characters.

**TWO PERSON CONTROL (TPC) MATERIAL** - Highly classified nuclear weapon command and control material; TPC is considered so sensitive that no single person will be allowed the capability or opportunity to have access to it.

**UNSCHEDULED SHIPMENTS** - Deliveries outside of scheduled service, due to material volume or other unusual circumstances.

**UNQUALIFIED MATERIAL** - Material not acceptable for movement without exception to policy by the Commander, Headquarters Defense Courier Service.

**WORLDWIDE MASTER ACCOUNT DATE BASE (WWMA)** - The database identifying each DCS customer by a unique account number (two-line). It includes general information and service details for each customer and provides the basis for the delivery of DCS material.